



Clark County Department of Building & Fire Prevention

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Division:	Building Division	Policy & Procedure	BD-PP-124
Subject:	POST-ACCIDENT: DRUG & ALCOHOL TESTING	Effective Date:	05/17/2010
Code:	N/A	Reviewed Date:	05/26/2015

A. POLICY:

It is the policy of Clark County and the Service Employees International Union (SEIU) to foster and provide a drug and alcohol free workplace for all employees, thereby, protecting the safety of the public as well as the employees. It is important to ensure that County employees driving while in the course of work are not under the influence of drugs or alcohol. The Department of Building & Fire Prevention, in accordance with Article 36, shall require any employee involved in an accident that causes property damage that exceeds \$500.00 and/or personal injury to submit to drug and alcohol testing.

B. STANDARDS:

1. Each employee shall read and comply with "Testing Procedures for Reasonable Cause and Post-Accident" procedures as published in the Clark County Merit Personnel manual, Article 36 and Clark County Administrative Guideline #6 (Attached).
2. An employee involved in an accident, in the course of their workday, shall submit to drug and alcohol testing when the supervisor has determined the accident caused more than \$500.00 of property damage and/or personal injury.
3. Each supervisor shall maintain in their possession/vehicle a "Supervisor's Accident Packet." (Copies of Forms and Guidelines Attached). Supervisor packets may be obtained from the Inspection Manager and/or Administrative Secretary.

C. PROCEDURES:

1. Post-Accident Responsibilities:
 - a. After an accident, the employee shall immediately notify their supervisor and follow the directions of the Clark County Supervisor's Accident Packet. If the supervisor is not available, the employee shall contact their acting supervisor, another supervisor of the division, or the division manager. Upon contact by the employee, the supervisor must contact another supervisor and both shall respond to the accident.
 - b. After an accident, employees working on weekends, holidays, nights, or extended shifts shall contact their supervisor, or the next available supervisor, or a manager on the contact phone list. Two supervisors/managers shall respond to the accident.
 - c. If both supervisors anticipate the accident caused more than \$500.00 of damage and/or caused personal injury, then drug and alcohol testing shall be required. The employee shall be relieved of duty. The employee is paid pending test results.

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- d. The employee's supervisor shall inform the employee of their right to contact a Union representative and to inform them of the pending drug and alcohol testing. The supervisor shall have the employee sign the Notification of Union Rights for Drug/Alcohol Testing Form #355. In the case where the employee is incapacitated and or is unable to contact the Union, the supervisor will contact the Union representative to inform them of the pending drug and alcohol testing.
- e. The Inspection Manager routes the accident report in accordance with Clark County Administrative Guideline #6.
- f. The supervisor shall transport the employee to a Quest Diagnostic testing center as listed in the Supervisor's Accident Packet for drug and alcohol testing, unless the employee was transported to a hospital by ambulance. The supervisor shall remain with the employee at the test center.
- g. The supervisor shall ensure the employee completes Quest's "Forensic Drug and Testing Custody and Control Form" and the "Clark County Substance Abuse Program Observation/Incident Report" found in the Supervisor's Accident Packet.
- h. Once the test sample is collected, the supervisor will transport the employee to their residence. If the employee was transported to the hospital by ambulance, the supervisor shall report to the hospital and remain with the employee at the hospital until the employee is admitted, or if not admitted, will transport the employee to his residence.
- i. The employee shall be advised by their supervisor that once the test sample has been collected he/she will be placed on leave in the following order as leave benefits are exhausted (sick leave, compensatory time, vacation leave, leave without pay).
- j. The employee shall remain on leave status until the test results have been evaluated and must be available for contact during their normal work shift hours.
- k. Test result notification will result in one of the following actions:
 - Employees whose test results are negative will be notified to return to work and will be credited any leave used.
 - Employees whose test results are positive will receive disciplinary action in accordance with Article 36 of SEIU contract agreement.

Attachments: Clark County Administrative Guideline #6

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